

FY 2010 Local Government Highway Safety Improvement Program (HSIP) Funding

Here are some additional clarification for you and the local agencies (project sponsors) within your region that are working on developing projects and requesting HSIP funding for possible obligation in FY10.

We have over 30 project requests, some already underway as federal-aid projects and some are proposed projects that are low-cost systematic improvements. It will take a coordinated effort to develop these projects expeditiously. **We realize there may be some projects that may not be obligated in FY10 but they will be ready for FY11 which is also beneficial in the long run.**

Step 1 – Define a Scope and Initiate a JPA – ASAP

Finishing this step will allow ADOT Project Manager to establish the ADOT TRACS number, and the preliminary scope and TIP amendment will allow ADOT to initiate JPA.

- Initiate TRACS # - Submit a scoping letter/project assessment (see a sample letter from the City of Mesa) to ADOT HES (Kohinoor Kar kkar@azdot.gov, with a copy to Jim Reeves, Project Manager jreeves@azdot.gov) and FHWA (Karen King, karen.king@dot.gov)
- Initiate JPA - Submit a preliminary scope (can be various locations), schedule, budget and TIP amendment approval (can be draft) to ADOT JPA (Lillian Marks, lmarks@azdot.gov). Include the following:
 - Scope of project – list of locations (detailed list preferred, but can have a location map with area defined to begin with)
 - Schedule
 - Budget
 - Federal-aid share (94.3% or 100% if it's a safety project identified in 23UCS120(c))*
 - Indicate if installation using own forces – not reimbursed through Federal-aid WILL NEED A PUBLIC INTEREST FINDING APPROVED BY ADOT. The PIF will need to prove there are no contractors willing or able to do the work and it is more cost-effective for local forces to do so.
 - Indicate environmental impact – Minimum soil disturbance could qualify for CE, Group 1
 - Include TIP Amendment Approval (draft to start the process if approval is not available yet)
 - Include city/town council meeting schedules

James Reeves at ADOT-HES jreeves@azdot.gov will handle the project management of FY10 projects.

*In accordance with 23 U.S.C. 120(c), projects such as roundabouts, traffic control signalization, safety rest areas, pavement markings, or installation of traffic signs, traffic lights, guardrails, impact attenuators, concrete barrier end treatments, breakaway utility poles, or priority control systems for emergency vehicles or transit vehicles at signalized intersections may be funded at up to 100 percent Federal share, except not more than 10 percent of the sums apportioned under 23 U.S.C. 104 for any fiscal year shall be used at this Federal share rate.

Step 2 – Clearances (Environmental, ROW, Utility)

- Complete the Categorical Exclusion, Group 1 Clearance Memo (samples attached) and submit to ADOT Environmental Planning (Marcie Greenberg mgreenberg@azdot.gov).
Also visit: <http://www.adotenvironmental.com/DocumentsIndex.asp>
- Complete ROW Certification (template and instructions attached) and submit to ADOT ROW (Louis Malloque, lmalloque@azdot.gov)
- Complete Utility Clearance (samples attached) and submit to ADOT Utility (Marcel Benberou, mberberou@azdot.gov)

All clearances to be approved by ADOT by June 1, 2010

Step 3 – Contracts

- Procurement process. Procurement projects (e.g. sign replacement, pedestrian countdown signals, 12" signal heads) – approx 4-6 weeks timeframe. Work with ADOT Procurement to develop procurement contract (Michelle Carmichael mcarmichael@azdot.gov).
- C&S process. Bid and advertise projects (e.g. roundabout, traffic signal). Work with ADOT C&S to develop PS&E package – approx. 3 months timeframe (Barry Crockett bcrockett@azdot.gov)

Have projects ready to obligate by July 23, 2010

Ready to obligate – Procurement contract approved or Final PS&E package approved and ready to advertise. JPA must be executed and all clearances approved.

Depending on nature of your questions, please contact any of the relevant personnel as mentioned above via email with a copy to the Project Manager.